

City of Pineville Purchasing

PURCHASES UNDER \$20,000!

Supplies and Material Purchases of \$1,001 up to \$19,999

Purchasing is required to solicit written quotes from all known qualified vendors for the purchases of supplies or materials when estimated cost is between \$1,001 and \$19,999.

Telephone or Fax Quotes

Departments are encouraged to obtain quotes for purchases less than \$2,000.

Written Quotes

Informal written quotes are sought for commodities that the City of Pineville budgets \$2,000 to \$20,000 annually. Three vendors are sought. Faxed, E-Mailed, Mailed, and Catalog are accepted as written quotes provided that the vendor is *clearly identified*.

Construction (Public Works) Less than \$1,000

A Department may work with a contractor to perform repairs and maintenance or minor construction projects of a non-recurring nature, which is less than \$1,000 without Purchasing being involved. However, Purchasing is responsible for ensuring that the dollar limit is followed and that the said purchase is in fact non-recurring.

Construction (Public Works) from \$1,001 up to \$99,999

Projects that fall within the dollar range noted above require that Purchasing solicit formal quotes from all known responsible contractors. The formal quote shall require that the contractor provide bid and performance, and formal award of the work is done via a written contract. Any project that is estimated to exceed \$50,000 requires that all contractors be appropriately licensed by the Louisiana Contractors License Board.

❖ **CONTRATORS MUST BE ABLE TO SHOW GENERAL LIABILITY AND WORKERS COMP INSURANCE!!!**

ANNUAL PURCHASES OVER \$20,000!

Supplies and Material Purchases of \$20,000 or more

The purchase of supplies and materials for which the cost is estimated to be \$20,000 or more must be publicly bid. This process requires that sealed bids be taken, and that the product, good, or service requested be advertised at least twice in the official journal (The Town Talk) within 15 days. The successful bidder may be issued either a Purchase Order or may be required to execute a formal written contract.

Construction (Public Works) \$100,000 and Over

Projects that are estimated to exceed \$100,000 must be publicly bid. To comply with the requirements to publicly bid a project, Purchasing must advertise the notice to bidders 3 times within 25 days in the official journal (The Town Talk), take sealed bids, require bid and performance and payment bonds, hold a public bid opening, and execute and record a formal written contract.

BIDS

Formal Bids

The formal bid process is required when annual purchases of a commodity exceed \$20,000.

Specifications, Plans & Bid Forms

Legal notices of upcoming bids indicate when and where bid packages are available.

Bid Opening

Formal opening of bids and RFP's are held immediately after the due time. Bidders are encouraged to attend to hear the reading of key information. Bid invitations give the date, time and location of openings. For RFP submittals, only bidders names are read.

Responsiveness

Bids / RFP's received after the advertised time of opening will be returned as non-responsive.

No Bid Response

Return bid forms marked "NO BID" with reason(s) for not bidding to help us remedy any problems on future bids.

Bid Tabulation

Apparent results of bids are not given by phone. This information is tabulated for internal purposes.

Contract Award

After review of submitted bids, Purchasing works with the department to recommend action to the council who makes the final decision regarding the award of contract.

Formal Bid Check List

- ❖ Double-check your calculations for accuracy.
- ❖ Make sure an authorized individual signs the Bid Form.
- ❖ Enclose all requested attachments.
- ❖ Ensure that your response is in the office of the Purchasing Agent by the specified time.
- ❖ **ONE MINUTE LATE IS TOO LATE!!!**

CITY OF PINEVILLE ORDER METHODS

A City of Pineville purchase order must be used for all purchases of goods or services with the exception of a bona fide emergency or items paid by check request or petty cash. Once accepted by you, the order is a binding written agreement between you and the City of Pineville.

Purchase Orders are the primary method of purchase.

SPECIAL SITUATIONS

Emergency

An emergency situation is characterized by public calamity and is necessary to preserve or protect the public health or safety of the residents of the City of Pineville. Only in the event of such an emergency, may a properly identified City of Pineville employee place an order *without* a written purchase order or number.

SALES TAX

Exemption

The City of Pineville is exempt from sales tax. Bids, quotes and invoices to the City are to be provided exclusive of sales tax. A tax exemption form will be provided to each vendor with the first order placed.

Contractor Exemption

The City of Pineville cannot assure contractors of tax exemption for materials purchased on the City's behalf.